

**§ 302-3.1**

**41 CFR Ch. 302 (7-1-10 Edition)**

**§ 302-3.1 Who is a new appointee?**

A new appointee is:

(a) An individual who is employed with the Federal Government for the very first time (including an individual who has performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 U.S.C. 102 note), and is appointed in the same fiscal year as the Presidential inauguration);

(b) An employee who is returning to the Government after a break in service (except an employee separated as a result of reduction in force or transfer of functions and is re-employed within one year after such action); or

(c) A student trainee assigned to the Government upon completion of his/her college work.

**§ 302-3.2 As a new appointee or student trainee what relocation expenses may my agency pay or reimburse me for incident to a permanent change of station to my first official station?**

As a new appointee or student trainee being assigned to a first official station your agency may or may not pay or reimburse you the relocation expenses indicated for the type of transfer in Tables A and B of this section. However, once the decision is made to pay or reimburse your relocation expenses, all mandatory relocation allowances are reimbursed, unless otherwise stated in the applicable parts of this chapter.

**TABLE A—ASSIGNED TO FIRST OFFICIAL STATION IN THE CONTINENTAL UNITED STATES (CONUS)**

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> <li>1. Transportation of employee &amp; immediate family member(s) (part 302-4 of this chapter).</li> <li>2. Per diem for employee only (part 302-4 of this chapter) .....</li> <li>3. Transportation &amp; temporary storage of household goods (part 302-7 of this chapter).</li> <li>4. Extended storage of household goods (part 302-8 of this chapter)<sup>1</sup>.</li> <li>5. Transportation of a mobile home or boat used as a primary residence in lieu of the transportation of household goods (part 302-10 of this chapter).</li> </ol>	<ol style="list-style-type: none"> <li>1. Shipment of privately owned vehicle (POV) (part 302-9, subpart B of this chapter).</li> </ol>

<sup>1</sup> NOTE TO COLUMN 1, ITEM 4: Only when assigned to a designated isolated official station in CONUS.

**TABLE B—ASSIGNED TO FIRST OFFICIAL STATION OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS)**

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> <li>1. Transportation of employee &amp; immediate family member(s) (part 302-4 of this chapter).</li> <li>2. Per diem employee only (part 302-4) .....</li> <li>3. Transportation &amp; temporary storage of household goods (part 302-7 of this chapter).</li> <li>4. Extended storage of household goods (part 302-8 of this chapter).</li> </ol>	<ol style="list-style-type: none"> <li>1. Shipment of privately owned vehicle (POV) (part 302-9 of this chapter).</li> <li>2. Temporary quarters subsistence expense (TQSE) is not authorized in a foreign area; however, you may be entitled to the following under the Department of State Standardized Regulations (Government Civilians-Foreign Areas) which is available from the Superintendent of Documents, Washington, DC 20402. <ol style="list-style-type: none"> <li>(a) Foreign Transfer Allowance (FTA) (Subsistence Expense) for quarters occupied temporarily before departure from the 50 states or the District of Columbia for an official station in a foreign area incident to a permanent change of station and travel to first official station overseas.</li> <li>(b) Temporary quarters subsistence allowance ((TQSA) when a transfer is authorized to a foreign area.</li> <li>(c) The miscellaneous expense portion of the FTA is authorized incident to first official station travel to a foreign area.</li> </ol> </li> <li>3. Use of relocation service companies only when transfer is to Alaska or Hawaii (part 302-12 of this chapter).</li> <li>4. Home marketing incentives only when transfer is to a non-foreign OCONUS area (part 302-15 of this chapter).</li> </ol>

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, as amended by FTR Amdt. 108, 67 FR 57968, Sept. 13, 2002]

## Relocation Allowances

## § 302-3.101

### § 302-3.3 As a new appointee, are there any expenses that my agency will not pay?

Yes, as a new employee, your agency will not pay for expenses that are not listed in § 302-3.2 (e.g., per diem for family, cost of househunting trip, miscellaneous expense allowance, etc.).

### § 302-3.4 If my agency authorizes me allowances for relocation, must it pay all of the expenses listed in § 302-3.2?

Yes, if your agency authorizes you allowances for relocation, it must pay all of the expenses listed in § 302-3.2.

### § 302-3.5 If I travel to my first official station before I have been appointed, will I be reimbursed for my relocation expenses?

Generally, you may not be reimbursed for relocation expenses incurred before you have been appointed to a Federal position and signed an agreement to remain in Government service for 12 months after appointment. However there is an exception for appointees who have performed Presidential transition activities. Such appointees may be reimbursed allowable travel and transportation expenses incurred at any time following the most recent Presidential election once they have signed a service agreement. How-

ever, appointment must occur in the same fiscal year as the Presidential transition activities.

## Subpart B—Transferred Employees

### § 302-3.100 What is a transferred employee?

A transferred employee is an employee who transfers from one official station to another. This may also include employees separated as a result of reduction in force or transfer of functions who are re-employed within one year after such separation.

### § 302-3.101 As a transferred employee what relocation allowances must my agency pay or reimburse me for incident to a permanent change of station?

As a transferred employee there are mandatory and discretionary relocation expenses. Once an agency decision is made to pay or reimburse relocation expenses indicated for the type of transfer in tables (A) through (I) of this section, all the mandatory allowance must be paid or reimbursed, unless otherwise stated in the applicable parts. The discretionary relocation allowances indicated in tables (A) through (I) of this section may or may not be paid by the agency.

TABLE A—TRANSFER BETWEEN OFFICIAL STATIONS IN THE CONTINENTAL UNITED STATES (CONUS)

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> <li>1. Transportation &amp; per diem for employee &amp; immediate family member(s) (part 302-4 of this chapter).</li> <li>2. Miscellaneous moving expense (part 302-16 of this chapter)</li> <li>3. Sell or buy residence transactions or lease termination expenses (part 302-11 of this chapter).</li> <li>4. Transportation &amp; temporary storage of household goods (part 302-7 of this chapter).</li> <li>5. Extended storage of household goods (part 302-8 of this chapter)<sup>1</sup>.</li> <li>6. Transportation of a mobile home or boat used as a primary residence in lieu of the transportation of household goods (part 302-10 of this chapter).</li> <li>7. Relocation income tax allowance (RITA) (part 302-17 of this chapter).</li> </ol>	<ol style="list-style-type: none"> <li>1. Househunting per diem &amp; transportation, employee &amp; spouse only (part 302-5 of this chapter).</li> <li>2. Temporary quarters subsistence expense (TQSE) (part 302-6 of this chapter).</li> <li>3. Shipment of privately owned vehicle (POV) (part 302-9, subpart B of this chapter).</li> <li>4. Use of a relocation services company (part 302-12 of this chapter).</li> <li>5. Property management services (part 302-15 of this chapter).</li> <li>6. Home marketing incentives (part 302-14 of this chapter).</li> </ol>

<sup>1</sup> NOTE TO COLUMN 1, ITEM 5: Only when assigned to a designated isolated official station in CONUS.

TABLE B—TRANSFER FROM CONUS TO AN OFFICIAL STATION OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS)

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & immediate family member(s) (part 302-4 of this chapter).  2. Miscellaneous expense allowance (part 302-16 of this chapter). 3. Transportation & temporary storage of household goods (part 302-7 of this chapter). 4. Extended storage of household goods (part 302-8 of this chapter). 5. Relocation income tax allowance (RITA) (part 302-17 of this chapter) <sup>1</sup> .	1. Temporary quarters subsistence expense (TQSE) is not authorized in a foreign area, however, you may be entitled to the following under the Department of State Standardized Regulations (DSSR) (Government Civilians-Foreign Areas): (a) A Foreign Transfer Allowance (FTA) for quarters occupied temporarily before departure from the 50 states or the District of Columbia for an official station in a foreign area incident to a permanent change of station and travel to first official station overseas. (b) Temporary quarters subsistence allowance (TQSA). 2. Property management services (part 302-15 of this chapter). 3. Shipment of a privately owned vehicle (part 302-9 of this chapter). 4. Use of relocation service companies when transfer is to Alaska or Hawaii (part 302-12 of this chapter). 5. Home marketing incentives when transfer is to Alaska or Hawaii (part 301.15 of this chapter).

<sup>1</sup> NOTE TO COLUMN 1, ITEM 5. Allowed when old and new official stations are located in the United States. Also allowed when instead of being returned to the former non-foreign area official station, an employee is transferred in the interest of the Government to a different non-foreign area official station than from the official station from which transferred when assigned to the foreign official station.

TABLE C—TRANSFER FROM OCONUS OFFICIAL STATION TO AN OFFICIAL STATION IN CONUS

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & immediate family member(s) (part 302-4 of this chapter). 2. Temporary quarters subsistence expense (TQSE) (part 302-6 of this chapter) <sup>1</sup> . 3. Miscellaneous expense allowance (part 302-16 of this chapter). 4. Sell & buy residence transaction expenses or lease termination expenses (part 302-11 of this chapter) <sup>2</sup> . 5. Transportation & temporary storage of household goods (part 302-7 of this chapter). 6. Extended storage of household goods only when assigned to a designated isolated official station in CONUS (part 302-8 of this chapter). 7. Relocation income tax allowance (RITA) (part 302-17 of this chapter).	1. Shipment of a privately owned vehicle (part 302-9 of this chapter).

<sup>1</sup> NOTE TO COLUMN 1, ITEM 2: A TQSA under the DSSR may be authorized preceding final departure subsequent to the necessary vacating of residence quarters.

<sup>2</sup> NOTE TO COLUMN 1, ITEM 4: Allowed when old and new official stations are located in the United States. Also allowed when instead of being returned to the former non-foreign area official station, an employee is transferred in the interest of the Government to a different non-foreign area official station than from the official station from which transferred when assigned to the foreign official station.

TABLE D—TRANSFER BETWEEN OCONUS OFFICIAL STATIONS

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & immediate family member(s) (part 302-4 of this chapter). 2. Temporary quarters subsistence expense (TQSE) (part 302-6 of this chapter) <sup>1</sup> . 3. Transportation & temporary storage of household goods (part 302-7 of this chapter). 4. Miscellaneous expense allowance (part 302-16 of this chapter). 5. Extended storage of household goods (part 302-8 of this chapter). 6. Relocation income tax allowance (RITA) (part 302-17 of this chapter).	1. Shipment of a privately owned vehicle (POV) (part 302-9 of this chapter). 2. Property management services (part 302-15 of this chapter).

<sup>1</sup> NOTE TO COLUMN 1, ITEM 2: TQSA may be authorized under the DSSR.